



*Using the Montessori Method to close the opportunity gap while fostering a lifetime love of learning and cultivating independence among DC school children.*

## **Director of Equity & Engagement**

### **Position Description**

#### **About Lee Montessori Public Charter School**

The mission of Lee Montessori Public Charter School is to foster a lifetime love of learning and cultivate independence among DC schoolchildren, using the student-centered Montessori Method, an evidence-based approach to closing the opportunity gap. Lee Montessori PCS will create a peaceful, multi-age learning environment for public preschool and elementary aged children that fosters the physical, social, emotional, and academic growth and development of students and produces life-long learners. The school social and academic culture will follow the rigorous standards for excellence as set forth by the Association Montessori Internationale (AMI).

#### **Director of Equity & Engagement Position Description**

The Director of Equity & Engagement works in partnership with Heads of School, the Managing Director of Operations, and the Managing Director of Strategy & Projects to ensure that we live up to our belief of honoring families and staff as partners. The Director of Equity & Engagement will ensure that Lee Montessori does everything it can to support families and staff, especially ensuring that People of the Global Majority are supported and engaged in all aspects of our work. Leveraging input/feedback from staff and families, the Director of Engagement & Equity coordinates family development events, designs and coordinates relevant professional development sessions, and leads student recruitment efforts.

#### **Major Responsibilities**

##### Family Engagement

- Collaborate with the Director of Strategy & Projects and the Heads of School to create an equity framework that helps families, staff, and partners consider their historical and current challenges; consider the development of an equity mission and vision; builds the capacity of individuals to develop actionable plans that dismantle systemic oppression; and works for a variety of stakeholders within our school community.
- Create and support a communications chain to field daily family inquiries relating to a variety of topics, directing family inquiries to appropriate staff or community resources and looping in additional staff/resources as necessary..
- Communicate with families using a variety of methods including personal conversations, telephone, email, newsletters, official correspondence, website, social media, and family listservs.
- Conduct regular outreach to families and notify them of general school updates/upcoming events.
- Facilitate and engage families in communication surrounding school goals. Encourage families to contribute to improvements and changes in school policy and practice, most often through the FTA, focus groups, and other community/school team structures.
- Advise on policies, procedures, avenues of communication between school staff and families (i.e. Family Handbook, Virtual Response Unit, Incident Reporting, etc).
- Collect and monitor program implementation data (including current and expected student/family demographic data) for each partnership and initiative implemented, and assist in the process of data analysis by the School Leadership Team (SLT), Operations Team, and Board of Trustees.
- Collaborate with the Operations team and Heads of School to build and maintain a personalized, identity-driven, values-aligned, recruitment, enrollment and onboarding process for students and families (i.e. home visits, registration).

### Equity & Inclusion

- Collaborate with Lee Montessori Administration to provide vision, leadership, management, assessment, and strategic planning in the creation of an equity framework and related initiatives that align with Lee Montessori's strategic goals.
- Collaborate with the Director of Strategy & Projects, the Heads of School, and others to implement an equity framework that helps families, staff, and partners consider their historical and current challenges; consider the development of an equity mission and vision; builds the capacity of individuals to develop actionable plans that dismantle systemic oppression; and works for a variety of stakeholders within our school community.
- Identify and document problems/areas needing attention; meet with School Leadership Team for management, strategy, problem solving.
- Coordinate teacher and family committees that support work to reduce bias and racism.
- Support the professional development of faculty and staff members throughout the year.
- Facilitate conversations with teachers, students, and families to support children navigating the gender spectrum.
- Supported by Heads of School and the Director of Strategy & Projects, plan, execute, and reflect on school community (student/family/community) equity events and workshops/trainings based on school community needs for the school.
- Recruit families and collect data on family volunteers; encourage families to feel welcome in the school community.
- Disseminate and collect appropriate evaluation data (attendance, surveys, etc.) necessary for evaluating activities. Review and monitor data to manage student and family participation/volunteerism and retention.
- Manage responsibilities and communicate so student, family, and faculty concerns are addressed and needs of all constituent groups are fairly met in a timely and tactful manner.

### Student Recruitment

- Work with the Heads of School and the Managing Director of Operations to develop site goals for annual student recruitment.
- Working with the Heads of School and others, conduct recruitment activities, including door-to-door, school-based events, and EdFest.
- Work with the Heads of School and the Managing Director of Operations to track progress toward recruitment goals.